

**MINUTES OF THE MEETING OF THE
ARIZONA ENGLISH LANGUAGE LEARNERS TASK FORCE**

November 8, 2007

1:30 p.m., MST

The Arizona English Language Learners (ELL) Task Force met in Hearing Room 3 of the Arizona House of Representatives, 1700 W. Washington Street, Phoenix, Arizona. Mr. Alan Maguire, Chairman, called the meeting to order at 1:33 p.m. MST.

1. Call to Order

Present:

Mr. Alan Maguire, Chairman

Mr. Jim DiCello

Dr. Eugene Garcia

Ms. Margaret Garcia Dugan

Ms. Johanna Haver

Ms. Anna Rosas

Absent:

Ms. Eileen Klein

Ms. Karen Merritt

Dr. John Baracy

A quorum was present for the purpose of conducting business.

2. Approval of August 2, 2007, August 15, 2007 and August 28, 2007 minutes of Task Force meetings

Mr. Alan Maguire stated that Ms. Johanna Haver had made a few technical edits to the minutes (Attachment A). Mr. Jim DiCello moved that the August 2, 2007, August 15, 2007, and August 28, 2007 minutes be approved by the Task Force. The motion was seconded by Ms. Margaret Garcia Dugan. The motion passed with a unanimous vote.

3. Review of modifications made by the Auditor General to the budget format, financial record requirements, accounting forms, and financial report forms, regarding the Arizona structured English immersion fund and the statewide compensatory instruction fund, in accordance with 15-756.04 (E) and 15-756.11 (F)

Ms. Laura Miller from the Auditor General's Office presented the modifications made to the budget format, financial record requirements, accounting forms, and financial report forms. In the uniform charts for financial reporting the Auditor General's Office staff added assigned

numbers for compensatory instruction funds and SEI program funds. They also added program codes to track expenses related to the SEI program funding and compensatory funding. Program 260 is to be used to track SEI program incremental costs, and Program 265 is for ELL compensatory instruction. There are also codes to track transportation costs for these items. In program codes they also have added codes for desegregation orders for SEI program incremental costs and for ELL compensatory instruction.

The compensatory instruction fund has been added to the 2007 Budget Form. In the 2008 Budget Form, they have added the SEI program fund, so that school districts can budget for any funds that they receive from the state for these activities. The Auditor General's Office staff members have provided some guidance and referred to the codes to assist districts in their reporting. In the Annual Financial Report, the Auditor General's Office has included the 2007 version information on compensatory instruction and information on SEI program funding in the 2008 version. They have made similar changes to all forms and reports for charter schools as well as state school districts.

Dr. Garcia asked if this lines up with the budget form the Task Force is considering for approval. Ms. Miller stated that the Auditor General's Office has been waiting for the Task Force to approve a budget form, but knew that certain codes would be required for reporting and tracking purposes and tried to anticipate those codes ahead of time. Once the budget form is adopted, the Auditor General's Office will look at it and make any necessary updates to the forms, issuing memorandums to notify school districts. Dr. Garcia asked if they would also do this if the court case changed the budget form. Ms. Miller replied yes, for any changes necessary the Auditor General's Office would update affected forms.

4. Discussion and Possible Approval of Structured English Immersion (SEI) budget request forms

Mr. Alan Maguire presented the latest draft version of the SEI budget request form for the Task Force to review (Attachment B), stating that he had included the instructions for SEI Model Selection on the beginning two pages. The instructions require each school district or charter holder to complete the SEI model selection form whether or not the district or charter holder submits a budget request. The second page requires a district or charter holder to list each school and state the SEI grouping method(s) used by each school, to indicate if a school is implementing an Alternate Proposed Program that has been approved by the ELL TF, and, if the school is not submitting an SEI Budget Request, to provide an explanation. Pages three to five contain instructions for SEI Budget Requests, and pages six through ten were the SEI budget request form. Part A dealt with incremental costs, Part B dealt with offsets, and Part C was the budget request. Mr. Maguire stated that he had received help from lawyers and the information technology department of ADE to ensure that everything was correct and would work in the electronic system ADE is developing.

Dr. Eugene Garcia referred to questions asked by Dr. John Baracy in previous meetings concerning desegregation funding. He wondered if there had been clarification from the

Attorney General's Office on the desegregation funding portion of the form. Mr. Maguire said that the Attorney General's Office had stated that since every OCR agreement was different there was no way to capture the nuances of each individual agreement in the form. Mr. Maguire added that because of this, he added Section D where schools and districts could explain a difference in offset numbers if their calculations reached a different figure than the pre-filled number supplied by ADE. Districts and charter holders could state their reasons and start a dialogue to determine funding. Mr. Jim DiCello stated that in other funding questions, agreements have been reached between districts and ADE. Ms. Margaret Garcia Dugan added this was similar to disputes about Title I funding facilitation. First, a dialogue is opened to check the facts, and then if there is still a discrepancy, the matter is turned over to the Attorney General's Office. Dr. Garcia asked what schools would submit as their estimate in the meantime while things were resolved. Ms. Garcia Dugan stated the Attorney General's Office could assist with that as well. Mr. Maguire added that some of this type of discussion has already been occurring related to the ELL compensatory funding.

Mr. Maguire noted that all district budget requests in the state are rolled into one appropriation, which will give a cushion for smaller disputes. He commented that at a prior meeting there had been discussion about the verbiage at the top of page six, referring to the lawsuit. The current budget request form follows existing statutory statements. He had a suggestion that the Task Force consider adding three lines after line 29 to recalculate the total according to the court order (Attachment C). This would require a mandatory second calculation, and this additional computation would facilitate ADE's role in getting a budget amount to the Legislature. By providing both figures, ADE's information would prepare the Legislature in case the court order wins the appeal. Dr. Garcia stated that he would support this amendment.

Dr. Garcia made a motion to add the proposed amendment to the SEI Budget Request Form. The motion was seconded by Mr. Jim DiCello, and passed with a unanimous vote. Mr. Jim DiCello moved that the Task Force adopt the SEI Budget Request Form with the approved amendment. The motion was seconded by Ms. Garcia Dugan. The motion passed with a unanimous vote. Mr. Maguire suggested a motion to allow for small technical edits in case any typos were found in the current version, including numbering problems. This motion was made by Mr. Jim DiCello and seconded by Ms. Garcia Dugan. It also passed with a unanimous vote.

Ms. Garcia Dugan stated that January is when districts look at the next fall's hiring, so it is a good time to determine budget and they can determine how many teachers they need for the ELL program.

5. Discussion of Procedures and Standards for Review and Approval of Alternate Proposed Programs

Mr. Alan Maguire presented the "Application for Proposed Programs for ELLs" (Attachment D) for Task Force review and comment. Mr. Maguire proposed a schedule that would give the Task Force 30 days to review an application and make a ruling, so once an application has been received, it will be addressed at the next Task Force meeting, since the Task Force meets at least

once monthly. The Task Force would at least comment back to the district with suggested edits. In the statute, there is no correlation between the applications and the budget cycle. The budget cycle is too short for the amount of time requested by the districts to develop alternate models, and there is not much the Task Force can do about this. The application will be an ongoing process. Schools and districts can submit applications at any time and have them reviewed without regard to the budget cycle. Dr. Eugene Garcia agreed that there was nothing the Task Force can do about the funding schedule, but stated that if money is available for the alternate programs, things might work out.

Dr. Garcia asked if ADE will be providing technical assistance to schools and districts in the application process. Mr. Kelt Cooper from ADE stated that ADE is waiting for direction from the Task Force on how to proceed on applications. Currently they are informing schools and districts of the requirements of the law. Dr. Garcia asked if it would be possible for ADE to assist schools and districts interested in creating their own alternate ELL programs. Mr. Cooper replied that ADE staff members could provide individual technical assistance but districts should attend Round 1B training first.

Mr. Maguire noted that on page four there was a list of required items which should be found in alternate ELL programs. Ms. Margaret Garcia Dugan stated that this outline was how the department had envisioned the application. Schools would look at the critical attributes required when they come up with alternate programs. ADE would review the proposals and make sure all the requirements of the law were met. ADE would also assist districts with the fine details of proposed programs that met the legal requirements. Ms. Anna Rosas asked what would be the minimum number of minutes to be considered a class hour. Would that number start at forty-five minutes? Some schools might want to add an extra period before or after school. Mr. Maguire said this is an issue the Task Force would have to discuss if an application featured something like this. The form currently under discussion provides a structure to the application which will make the Task Force's job easier in reviewing all the components of alternate ELL program models. He hoped that the Task Force would be able to approve an application form by the next meeting.

Dr. Garcia suggested that there be a report at each Task Force meeting stating which applications had been received and where they are in the process, a tracking sheet. Mr. Jim DiCello asked if the application would be available online for submittal. Mr. Maguire stated that the application was too free form for such submittal and would need to be sent in a Word document or similar format. Mr. DiCello suggested that, even though it would be too late to be included in the budget request, the school or district could possibly submit a budget request based on the alternate to give ADE an idea of the cost for their budget request. Mr. Maguire agreed this would be useful. Dr. Garcia reminded that there might be several models from different schools within a single school district.

6. Presentation and Discussion of Training Program for School District Personnel on Structured English Immersion Models

Dr. Suzy Seibert gave an update on the status of the Discrete Skills Inventory (DSI). As mandated by the SEI Model, an independent review of the DSI is being conducted to ensure that the content of the DSI is consistent with the Arizona English Language Proficiency Standards. Ms. Susan Pimentel, nationally-acclaimed curriculum, standards, and assessment specialist, is conducting a thorough review and revision of the draft DSI so that it is comprehensive, teacher-friendly, and consistent with the ELP standards. Ms. Pimentel's review of the DSI will be completed and submitted to the ELL Task Force Chairman by close of business November 30. A report on her review and findings will be presented to the Task Force by the Chairman at the December ELL Task Force meeting. Full-day training of ADE trainers on Standards and the DSI will occur on Wednesday, December 19. Ms. Pimentel, Ms. Cindy Turner, and Dr. Seibert will be providing this training, which is essential in the planning and delivery of Round Two ADE training.

Ms. Adela Santa Cruz, Director of Program Effectiveness in the Office of English Language Acquisition Services at ADE, spoke about the SEI training which ADE is providing. She referred to the Breakdown of Attendees (Attachment E) which details the number of attendees at Round 1a training sessions that describes the nuts and bolts of the ELL program models. The ADE training teams are continuing Round 1a, including providing a PowerPoint presentation on the ADE website, to ensure that all schools and districts have access to the information. The evaluation of the training sessions to date has been very positive and helpful in fine tuning the training.

The next part of the training will be Round 2, which is intended for the ELD teachers. This training will focus on how to teach ELD, the definition of ELD, and which parts of ELD must be covered in the four hours dictated by the law. This training will be based on the DSI, and once the DSI is ready, ADE is ready to move forward in training. ADE anticipates seven full days of training which will take place in three rounds for a total of 49 hours of training. They will cover all the basics of language. ADE intends to formalize the training plans at the beginning of the second semester. Schools and districts often hire and place their teachers at this time for the following year, so the districts should have a clear idea of who needs to be trained.

Round 3 will be on-demand training for schools and districts that want technical assistance on any subject regarding ELL programs or models. Round 4 will be the second part of Round 2 with an additional two days of training on the DSI and ELD teaching strategies, and Round 5 will be the last part of the Round 2 subject material with an additional two days of training for ELD teachers. ADE also plans to have a summer institute for new teachers or those unable to attend the training during the year. The summer institute will provide the full seven days of training.

Dr. Eugene Garcia asked for the math in terms of how many teachers would need the training and whether ADE would be able to supply that training. Ms. Santa Cruz stated that the training teams work with groups of forty, and that there are five teams of trainers. If there are 140,000 ELLs in the state of Arizona in classrooms of 25, that means there would be 5600 ELL teachers. Dividing these into groups of forty for the training with five teams of trainers means that each

training team would need to provide training to 28 groups. This number, however, is on the high side as in middle school and high school, ELL teachers might be teaching more than one ELL class.

Dr. Garcia asked if there was any estimation of the cost to schools for this training. Ms. Santa Cruz stated that they have not addressed this issue yet. Dr. Garcia asked if they could estimate the cost per teacher, such as the cost of substitute teachers. He offered the option of the summer institute for not only new teachers but currently hired teachers who can't take the time off during the school year. Dr. Garcia also noted that alternative models should take into account the cost of the required training. He asked if ADE would assist in that training. Ms. Santa Cruz replied that they could provide the training.

Mr. Jim DiCello asked if the training days were all week days. Ms. Santa Cruz replied they were flexible and could look at weekends as well. Mr. DiCello suggested that the hours go towards the training hours acquired for pay scale purposes which would absorb some of the cost. He estimated that given the number of teachers estimated earlier, the cost statewide would be \$3.9 million for substitute teachers.

Ms. Marlene Johnston, Education Program Specialist from ADE, presented a report on the SEI Budget Request training designed to help schools and districts determine SEI groupings (Attachment F), which will be needed in order to complete the SEI budget request form and also will establish who needs training. ADE will begin a Round 1b series of training sessions to assist schools and districts with understanding and completing the budget request form. District teams for this training should include district financial officers, a curriculum specialist, a HR person, and the principal from each school. This 3-to-4 hour training will begin November 20. The training will give guidance to schools on how to complete the budget request form and how to determine groupings for the budget request. Training participants will receive two spreadsheets, a sample form with sample numbers and a second spreadsheet for actual numbers. This information will also be given to them on a CD. ADE will be processing budget requests through a web-based application which ADE will review and then submit. The website application should be on-line and working in January.

7. Presentation and Discussion of Upcoming Task Force Activities

The next ELL Task Force meeting will take place on December 13 in Tucson. There is an annual OELAS conference in Tucson during the week of December 13, so the Task Force will meet at the conference facility to allow conference participants from around the state to attend the ELL Task Force meeting.

Ms. Anna Rosas asked about the separate grouping of kindergarteners in the ELL model. She asked how to handle kindergarteners before the results of AZELLA come back, if teachers should estimate proficiency based on informal assessment, and if classrooms will have to be rearranged once the scores come back. Mr. Alan Maguire replied that informal assessment should be sufficient as there is not as great a discrepancy between proficiency levels in

kindergarten as there is in higher grades. He advised teachers to make the best guess, and that hopefully only a few minor adjustments would be necessary after results come back.

8. Call to the Public

A call to the public was made at 2:43 p.m. There were no public speakers.

9. Discussion of future meetings

The next ELL Task Force meeting will take place in Tucson on December 13.

10. Adjournment

Ms. Margaret Garcia Dugan moved to adjourn. The motion was seconded by Ms. Anna Rosas. The meeting adjourned at 2:44 p.m.

Arizona ELL Task Force

Alan Maguire, Chairman
December 13, 2007